



Administrative Policies and Procedures: 3.23

Subject:	Management of Federal Benefits
Authority:	TCA 37-1-151, 37-5-105, 37-5-106
Standards:	ACA: 3-JTS-1B-07, 3-JTS-1B-18, 3-JTS-1B-19; DCS Practice Standards: 8-306
Application:	To All Department of Children's Services

Policy Statement:

Federal benefits identified as Social Security, Veteran's Benefits, Black Lung Benefits, Railroad and Miners' Benefits shall be managed, maintained and used in accordance with state and federal laws, departmental policy and shall be expended only to provide for the direct care and maintenance and/or personal needs of children and youth. The procedures outlined in the **State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual** shall be the operational procedures used in providing and managing Federal benefits.

Purpose:

To ensure procedures are established for managing federal benefits for children and youth.

Procedures:

A. Implementation	The operational procedures for providing Federal fund disbursements as outlined in the <u>State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual</u> must be managed and implemented by the Department of Children's Services Finance and Program Support Executive Director and Directors and/or their designee(s).
B. Availability	The <u>State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual</u> must be made available to all employees involved with the management of Federal benefits disbursements.
C. Training	All appropriate Finance and Program Support employees will receive training communication, and interpretation of procedures set forth in the <u>State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual</u> as needed.
D. Annual review	The DCS Finance and Program Support Directors must ensure that the <u>State of Tennessee Department of Children's Services – Trust Receivables Unit</u>

	<u>Accounting Procedures Manual</u> is reviewed and updated on an annual or as needed basis.
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Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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